

Promethean Training

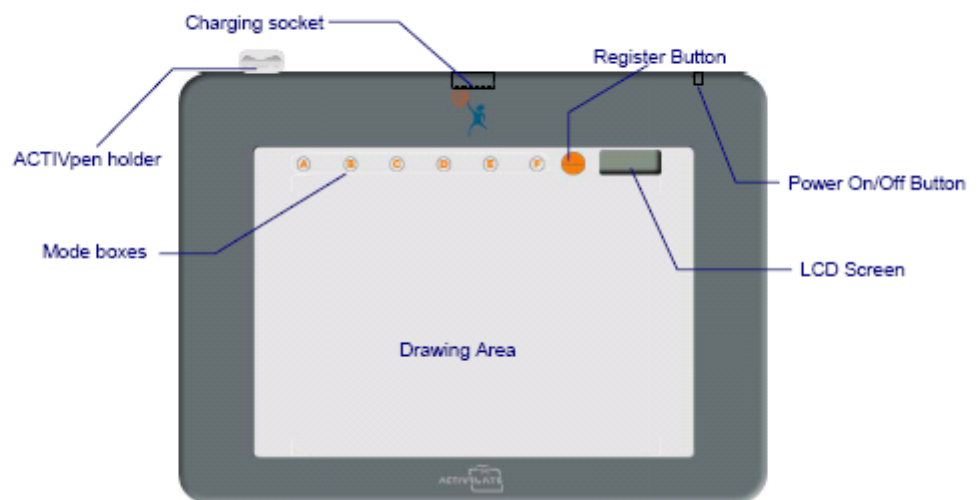
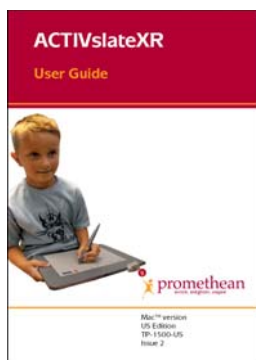
Module 6

Section 1: ActivSlate

<http://www.prometheanplanet.com/us/server/show/nav.4954>



Operation of the RF ACTIVslate



Power On/Off Button

To switch the ACTIVslate on, press and hold the Power On/Off Button. Release the button when you hear the ACTIVslate beep. After approximately 1 second, the Promethean logo will appear on the LCD.

To switch the ACTIVslate off, press and hold the same button until the termination message **ACTIVslate Shutting Down** appears on the LCD Screen.

Note: To save battery power, the ACTIVslate will automatically switch off after three minutes of inactivity. To change this time, refer to 'Menu Functions'.

Register Button

The Register Button is used in the ACTIVslate registration process. Press the ACTIVpen in the middle of the Register Button to select it.

Refer to the Quick Start Guide supplied with your product for information about the Registration process.



Right click

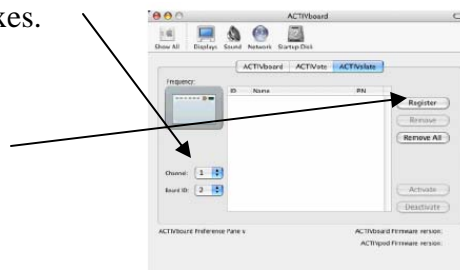
Use the end of your ActivPen to turn on your ActivSlate. Then use the Nib end to Register your ActivSlate by tapping the letter given in the LCD screen..

Register your ActivSlate

Click on Start. Move your mouse to choose Activ Software → Active Studio 2 → ActivSlate.

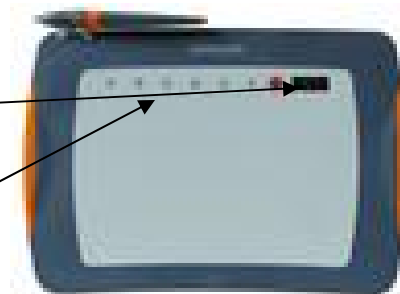
Select a Channel and System ID from the drop down boxes.

Select the Register Button in the Registration Program.



Use the ActivPen to select the Register Button on the ActivSlate.

Enter a PIN number, which the program will display, pressing the ActivPen on the appropriate Mode Boxes on the ActivSlate.



The registered ActivSlate will be displayed in the registered device window.

Close the Registration Program. The ActivSlate Controller will now show the registered ActivSlate.

Enable your ActivSlate

Open the ActivSlate Controller.

Click on the registered ActivSlate icon to enable the ActivSlate. The icon in the Controller window will change to indicate that it is active. You can now use the ActivSlate to control your PC.



Section 2: ActiVote

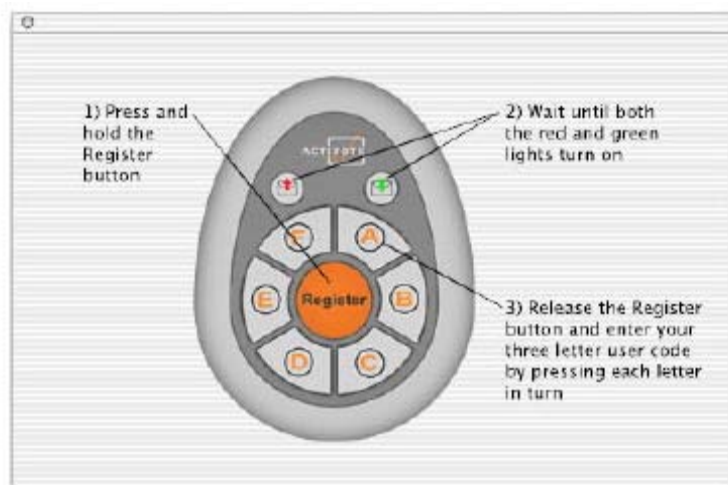
Drag the voter icon from the tool store to your tool panel.



Select the Devices option to open the Device Registration program.
Click on the drop down arrow and select the country.

Select a channel and Board ID from the drop down boxes.

Click on the Register Button in the Device Registration program.



Repeat this procedure for every device you want to register. When all devices are registered, click on the Stop or Done button. Close the device Registration Button.

Section 3: Voting

You can use question that you have made ahead of time. Click the flame menu button icon on the icon panel. Choose flipcharts → open from → my flip charts.

About the Timeout Bar

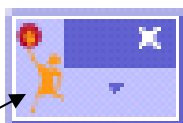
When ready to accept your audience response, click on the ACTiVote tool button to display the Timeout Bar. Example:



Push one of the multiple choice letters to vote.

Section 4: Creating Questions

Using Question Master



Click the flame menu button icon on the icon panel. Choose ActiVote → Question Master. Choose the set of questions you want. Click on it. They will open to that flipchart.

Question Master

In addition to asking AdHoc questions it is also possible to pre-prepare one or more questions and store them in a Flipchart for subsequent presentation. To simplify the task of preparing Flipchart questions, you can use the Question Master software.

Click on **Menu > ACTIVote > Question Master**.



If you are running ACTIVprimary, first click on the Teacher Tools Menu button so you can access Menu > ACTIVote > Question Master.

untitled

Set Title Page
If a title page is not required, remove the tick from the checkbox below and proceed to set questions

☒ Add Title Page

Title:

Description:

1 Set Title Page
2 Set Questions
3 Flipchart Options
4 Create Flipchart

Back Next

Step 1 - Set Title Page

You can elect to include a title page or not, the default is that a title page will be included. If you wish to include a title page, click in the **Title** text box and then type in a suitable heading representing the topic of your Flipchart questions. Click into the **Description** text box to provide a suitable description for your set of questions, or to include instructions for the users undertaking your test.

untitled

Set Title Page
If a title page is not required, remove the tick from the checkbox below and proceed to set questions

☒ Add Title Page

Title: Geography Test

Description: Short text on the Capital cities of Europe

Set Title Page
Set Questions
Flipchart Options
Create Flipchart

Back Next

Click on the **Next** button to progress to **Step 2**.

1. Question 1 will be ready for your input in the **Questions** text box. Click on the hyphen and type in your first question.
2. Now choose the Question Type. Click on Question 1 to highlight it. Click on the **Question Type** popup menu button and choose one of the following question types:

Step 2 - Set Questions

3. If you chose a Multiple Choice type question, click on a hyphen and type in an answer for each choice in the **Answers to Question** box.
Example:

Yes/No
True/False
Multiple Choice 2
✓ Multiple Choice 3
Multiple Choice 4
Multiple Choice 5
Multiple Choice 6

Depending upon the Question type and Layout chosen you will need to type in the answer and, if an image layout is chosen, select suitable images that go with your questions. See how to insert images in the topic about Image Questions and Text with image Questions topics.



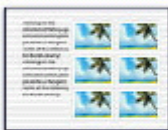
4. Choose the **Correct Answer** by clicking on the popup menu button and choose the corresponding letter for the correct answer. This will be used by the output graph to indicate the correct answer. Choose **n/a**, which is selected by default, if you wish to manually choose the correct answer when providing feedback to your users, or if the question does not have a correct answer.
5. Specify a **Timeout** by selecting the checkbox then entering a time in seconds into the text box. Each question can have the same or a different timeout value. If you elect not to use the timeout feature then you will need to click on the ACTIVote button to manually end the timeout period.
6. Next Select a **Layout**. Choose from the following layout types:



Short Question - Long Answers



Long Question - Short Answers



Short Question - Image with optional label Answers



Long Question - Image with optional label Answers



Short Question + Medium Image - Short Answer



Long Question + Large Image - Short Answer



It is possible to alter the Layout of a question at any time without losing your answers.

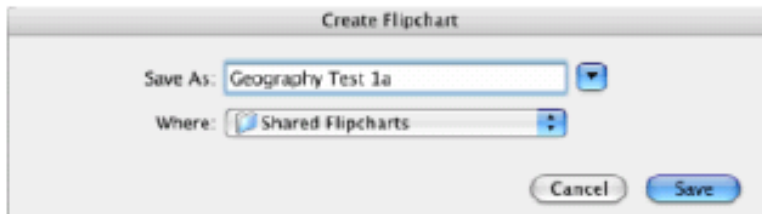
7. If you would like to use the same layout for all of your questions, select the **Use this layout for all questions** checkbox. This eliminates the need to manually select the layout you require each time.

Having finished inputting Question 1 you may now add new questions by clicking on the **New Question** button. When you have inputted all your questions, click on the **Next** button to move onto **Step 3**.

Step 4 - Create Flipchart

Having entered your questions and possible answers, using the layout and styles of your choice it is now time to output this as a Question Flipchart.

Clicking onto the **Create Flipchart** tab will open up the Create Flipchart dialog:



By default this will save the Flipchart in your personal **Named** Folder (ACTIVstudio) or **Shared Flipcharts** Folder (ACTIVprimary2). You may however elect to save the Flipchart in an alternative location by clicking on the popup menu button and selecting a different Folder.

Type in a suitable file name reflecting the type of questions you have used then click on the **Save** button.

At this stage you can leave the Question Master open and switch to your program to view your Question Flipchart. Open the Question Flipchart like you would for a normal Flipchart.

Refer to the appropriate **ACTIVote mode** to read about using a Prepared Question Flipchart.

Click on the Exit button to close Question Master program.

When you exit Question Master you will be asked to save your Question Master Source File. See **Saving your Question Master Source File** for more information.

Image Questions

There are two image layouts you can use within the Question Master program.

Layout 3



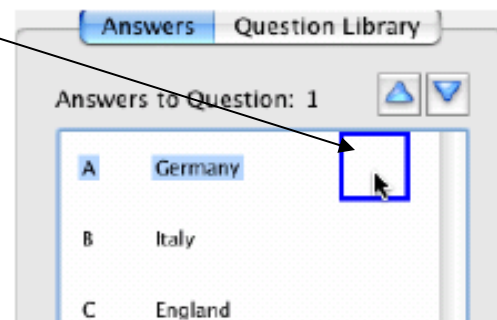
Short Question - Image with optional label Answers

This question style is used where your answers require the use of images.

This type of question requires you to input your question and choose the question type (i.e. multiple choice, yes/no, or true/false). If you choose a multiple choice question type you will need to type in your possible answers.

You also need to locate appropriate images for each possible answer.

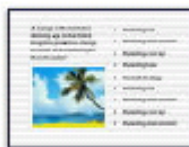
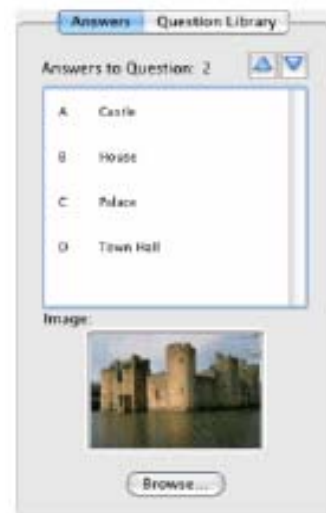
To locate an image click in the image field (outlined in blue)



You will be presented with the **Open Image** dialog:



When you include images with your Question Master files, you are loading the location reference only into Question Master, not the image itself. If the image is subsequently moved or deleted then the reference to the image will be lost. You are advised to copy all images used in your question flipcharts into a known place in your Resource Library, to prevent such an occurrence. The Flipchart itself will still contain all images since copies of the images are embedded into the Flipchart.



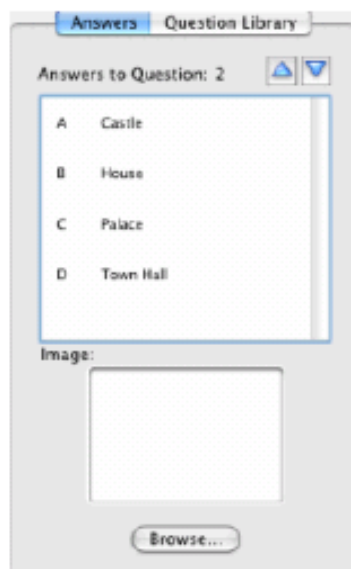
Short Question + Medium Image - Short Answer

This question style is used where your question is to be supported by the use of an image.

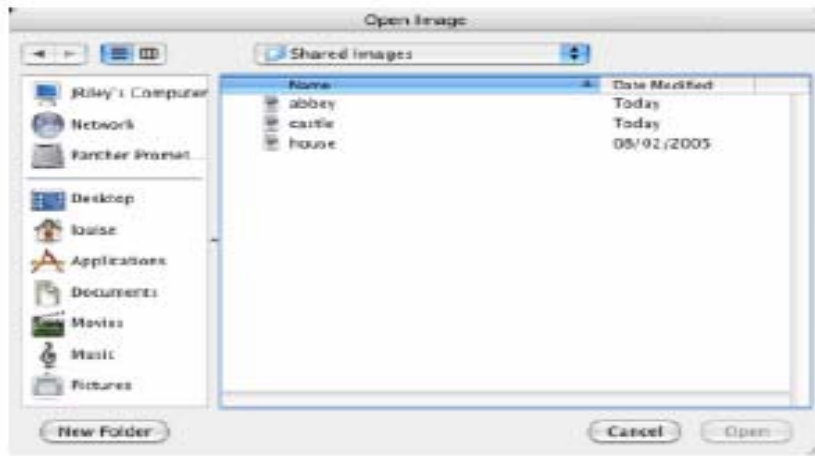
This type of question requires you to input your question and choose the question type (i.e. multiple choice, yes/no, or true/false). If you choose a multiple choice question type you will need to type in your possible answers.

You also need to locate an appropriate image to support your question.

To locate an image click in the image field and then click on the **Browse...** button



You will be presented with the **Open Image** dialog:



Import image continued

By default this will display the contents of your **ImageLib** (ACTIVstudio) or **Shared Images** (ACTIVprimary2) Folder. However, you can also browse to locate an alternative source for your image. Click on the popup menu button and select a different Folder.

Highlight the image you require and click the **Open** button, you will see a thumbnail of your selected image appear:

Adhoc Questions

multiplication_christmas11_Flipchart 1, Page 6

$$3 \times 7 =$$

a 21

b 4

c 54

Open a flipchart page. Can be new or one with which you are teaching. Ask your Ad-hoc question, or write the question and possible answers onto your flipchart.

When ready to accept user response, click on the ActiVote tool button.

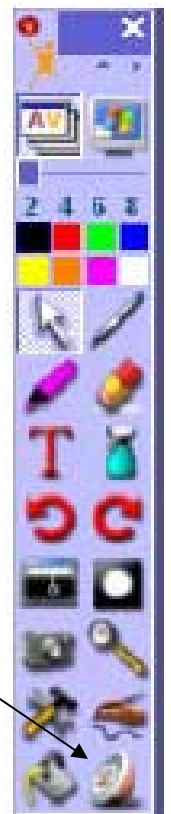
The countdown bar will appear, prompting users to vote.

When all responses have been received, click on the ActiVote tool button to display the results graphs. The results will be recorded to the current flipchart page.

Select the correct answer by clicking on the appropriate letter above the graph. The correct answer will be displayed in green

Turn to a new flipchart page and ask another question.

Remember, one question with its answers per page.



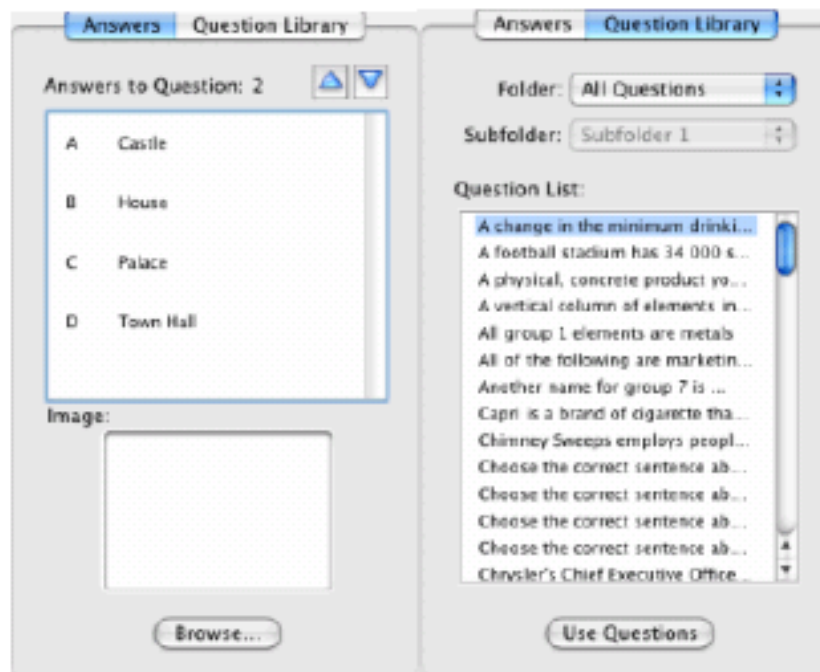
Question Library

Add Question from Library

The Question Library is a utility that allows you to very quickly add questions to your project from pre-written questions.

To add a question to your current Question Flipchart:

1. Click on the **Question Library** Tab. The Answers column will be replaced by the Question Library column:



The default view displays **All Questions**.

If you have organized your questions into Folders and Subfolders you may navigate through the Folder structure by using the down arrows to display the questions according to the categories you have setup.

2. Click on the question(s) you require to select them, then click on to the **Use Questions** button.

The question(s) will be added to your current project. You can edit the question at this stage if required.

If you would like to save these questions and review or pick the next day where you left off, you can save the by clicking the save as in the main menu and giving it a name for that class or activity.